

Gaming Control Board

Web Services

STATE OF NEVADA
GAMING CONTROL BOARD

December 2012

Version 1.0 – Tax Form Filing

Table of Contents

Overview of GCB Web Services

System Overview	1
System Requirements	1
Paperwork	2
Security	2
User Support	2
Definitions	3

System Navigation

GCB Web Services	4
Tax Form Application	5
Diagram of Current GCB Web Services	6

Screen Layout

Screen Components	7
Screen Controls	10

Using GCB Web Services

Logging into GCB Web Services	11
Welcome Page – GCB Web Services	12
Home Page – Tax Form Application	13
Contacting the Gaming Control Board	14
Using Online Help	15
Changing Your Password and Passphrase	16
Maintaining your User Profile Information	18

Using the Tax Form Application

Tax Form Application Home Page	19
Using the Tax Forms Screen	20
Using the Forms in Process List	21
Creating a New Tax Form	23
Editing Your Selected Tax Form	26
Submitting Tax Forms to the Board	29
Using the Filing History Screen	32

Overview of GCB Web Services

System Overview

The Nevada Gaming Control Board ("Board") has written an online system to be used by gaming licensees to complete and submit information to the Board. Currently, the system provides for submission of gaming tax forms and informational forms pertaining to gaming revenue and gaming licensees.

Version 1.0 provides you with the ability to file the following forms:

NGC-01	Monthly Gross Revenue Report (Percentage Fees)
NGC-02	Annual State License Fee Report Based on Number of Games
NGC-04	Fiscal year Report of Slot Machine Taxes
NGC-11	Live Entertainment Tax Report
NGC-14	Restricted Licensee Report of Quarterly State License Fees
NGC-15	Report of Quarterly State Gaming License Fees
NGC-17	Standard Financial Statement
NGC-31	Monthly Gross Revenue Statistical Report

Future releases will provide filing of additional forms, as well as the online payment of gaming taxes and fees.

The GCB Web Services system supports a number of different filing needs:

- A gaming licensee filing for their own operation;
- A licensee filing for more than one property from a single accounting office;
- A slot route operator filing for some or all of his locations;
- A non-licensee filing for a licensee (i.e. a CPA firm filing for one or more gaming clients).

System Requirements

You must have Internet access to use the GCB Web Services system. The system has been certified with the following browsers: Internet Explorer versions 7, 8 and 9; Mozilla Firefox, Safari and Google Chrome. You will need Adobe Acrobat Reader or an equivalent to display and print PDF documents.

Overview of GCB Web Services

Paperwork

Gaming licensees and those filing on behalf of gaming licensees must complete and submit a Tax Form User Request to the Gaming Control Board. This form is found on the Board's website at <http://gaming.nv.gov>. Go to the website and click on the Tax Forms link at the bottom of the page.

The Tax Form User Request will need to be completed by the administrator for your location(s). The administrator must be a gaming employee and/or licensee and there may not be more than one administrator per location. The administrator will have the ability to grant access to subordinate user accounts for the online system.

Security

The security of your information has been integrated into the design of the entire system.

The Board will create a username for you and assign a temporary password for your account. You will be required to change your password the first time you log in. Passwords must be changed every 90 days. You will also create your own security question and answer, to be used in case you forget your password.

You will have access to your User Profile information so that you can update your contact information.

If you have remained logged into GCB Web Services without doing anything for 5 minutes, you will be automatically logged out of the system.

If you have opened a tax form for data entry, you can leave the form untouched on your screen for 1 hour before you are logged off. However, if you were working on a form at the time you were automatically logged off, the form data will not be saved.

User Support

The Board has a help desk available Monday through Friday from 8:00 am to 5:00 pm. That phone number is (775) 684-7770.

Overview of GCB Web Services

Definitions

Please note that the following words have the meanings described below in this document:


AMENDMENT	An amendment is a tax form that contains changes to a form which has already been filed with the Board.
BOARD or GCB	“Board” or “GCB” refers to the Gaming Control Board of the State of Nevada.
AMEND DATE	If the information on the original form already submitted to the Board is being changed and an amendment is created, the amend date of the form is the date the amended form was created.
EFFECTIVE DATE	The effective date is the beginning date of the period for which the fee or tax is being paid.
DUE DATE	The due date is the date the tax or informational form is due at the Board, along with the payment.

System Navigation

GCB Web Services

The GCB Web Services Welcome page (the main home page) is displayed once you have logged in. This page is the portal to all functions and applications of the system.

1. Click on the [Change Password](#) link to change your password or modify your security question and answer.
2. Click on the [User Profile](#) link to update your account information such as your name, address, phone numbers and email address.
3. Click on the [Tax Form Application](#) link to create and modify tax forms, submit forms to the Board, and review filing history.
4. The Welcome page and all other pages except those for tax form data entry also have the [Log Out](#) link, a [Contact Us](#) link, and a [Help](#) link.

**NEVADA** **State Gaming Control Board**
Gaming Commission

User Account: W999999 | [Log Out](#) | [Contact Us](#) | [Help](#)

Home

Welcome to GCB Web!
The *System Links* section contains application links with a brief description of their functionality. The *System Information* section displays important information about GCB Web.


System Links:	System Information:
<u>Change Password</u> Change user account password. Requires current password.	<u>User Account Privacy.</u> User account information must not be shared. All accounts are for individual use only. To have an additional account created, please contact the location administrator. To create an initial account, please submit your request by completing the User Account Request form location on our site at http://gaming.nv.gov . Added 10/03/2011
<u>User Profile</u> Modify user account information such as Name, Phone, Address, etc ...	
<u>Tax Form Application</u> Create and file state required gaming taxes	

System Navigation

Tax Form Application

The Tax Form Application Home screen is the portal to the tax form filing system. (You access this screen when you click on the [Tax Form Application](#) link on the GCB Web Services Welcome screen.) From the Home screen you can:

1. Use the [Tax Forms](#) link to create new forms, edit forms already created but not submitted, and submit one or more forms to the Board;
2. Use the [Filing History](#) link to locate one or more forms already filed;
3. Use the [Return to Main](#) link to return to the GCB Web Services Welcome page.

**NEVADA** **State Gaming Control Board
Gaming Commission**

User Account: W999999 | [Log Out](#) | [Contact Us](#) | [Help](#)

Home

Tax Form Application

The *Links* section contains links to available applications with a brief description of their functionality. The *Information* section displays important information about the tax form system.

Tax Form Links

Tax Forms
Manage tax filing information currently in process.

Filing History
Review tax filings processed through the online system.

Return to Main
Main menu for GCB Web.

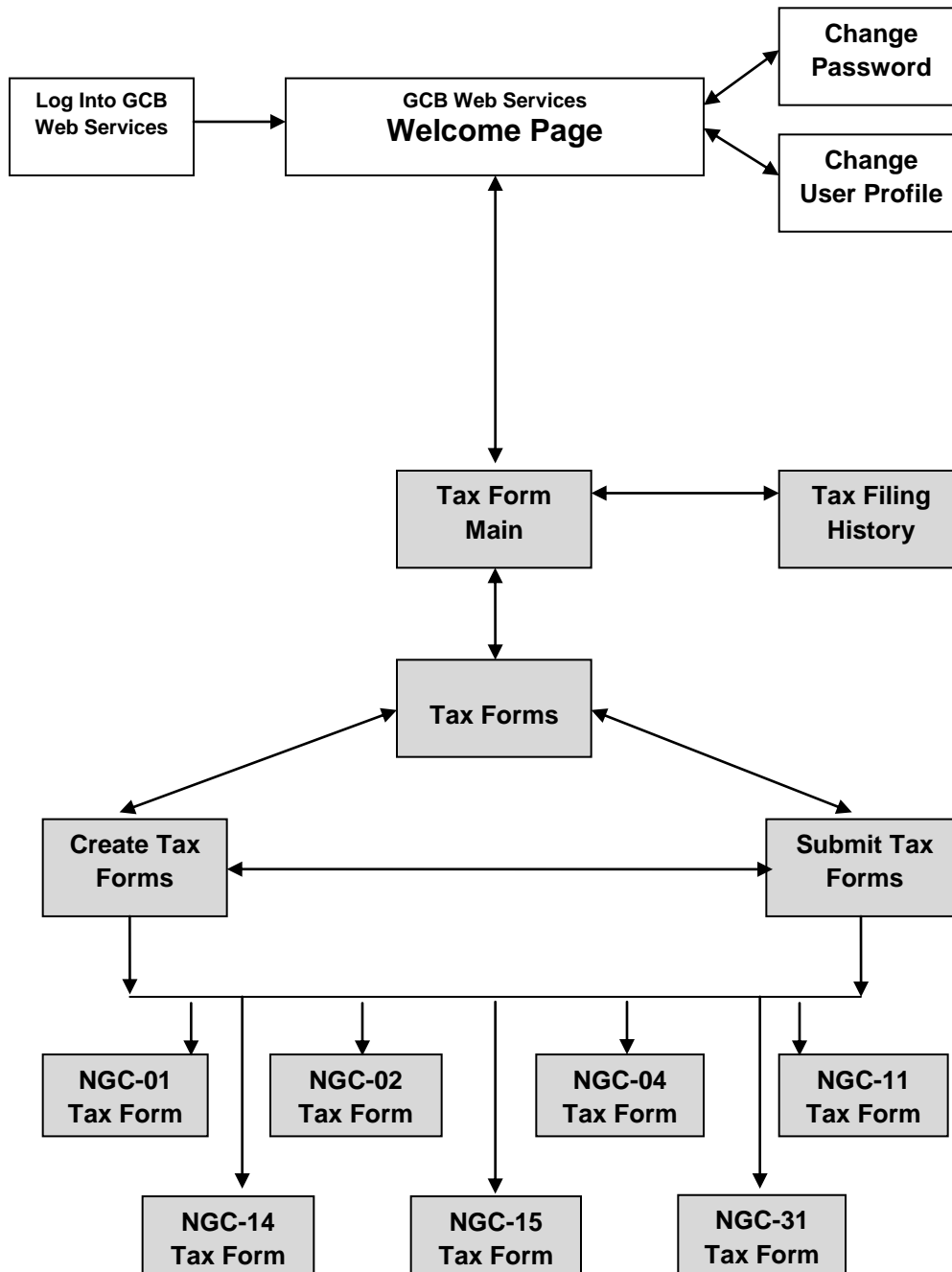
Tax Form Information

User Account Creation
Location Administrators can find instructions on creating user accounts by clicking on the "Help" link located in the upper righthand corner of your browser and selecting the "Create a User Account" topic from the menu.
Added: 05/01/12

System Navigation

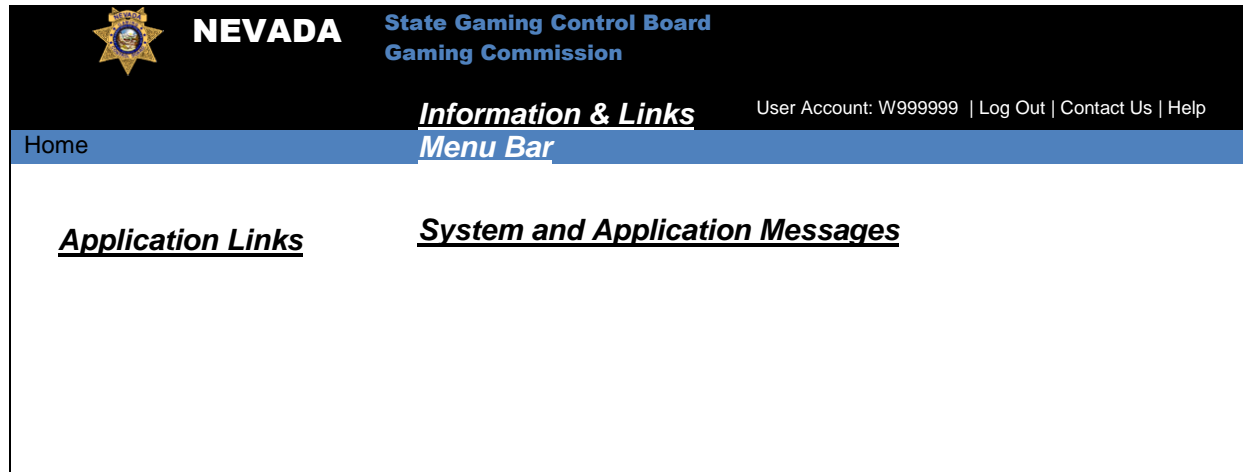
Diagram of Current GCB Web Services

Below is a diagram of the current GCB Web Services system. The tax form filing portion of this system is shaded in grey.



Screen Layout

Screen Components



1. The **Information & Links** row is found on all the Board's Web Services screens. It displays
 - a. Your user account name assigned to you by the Board.
 - b. A **Log Out** link. Use this link to log out of GCB Web Services. This link will not be displayed when entering or modifying tax forms, since you must save or cancel the form prior to logging out of the Tax Form Application.
 - c. A **Contact Us** link which provides a screen from which you can e-mail the Board for assistance and answers to questions.
 - d. A **Help** link. Clicking on the **Help** link will navigate to a screen where you can search the help database for answers to your questions. The screen provides a list of topics to select from, displays the answer on the screen, and provides a <Print> button for printing your query.
 - e. Please note that the **Log Out** link, **Contact Us** link and **Help** link are not available from any tax form data entry screen.

Screen Layout

Screen Components

2. The **Menu Bar** provides one or more links.
 - a. The **Home** link is found on all pages. It provides navigation to the GCB Web Services Welcome page or the Tax Form Application Home screen, depending on where you are returning from.
 - b. Links to actions regarding forms (**Create Forms** and **Submit Forms**) are found on the Tax Form and Filing History screens menu bar.
3. **Application Links** are available on the GCB Web Services Welcome page and the Tax Form Application Home page.
 - a. There are three GCB Web Services Welcome Page links: **Change Password**, **User Profile**, and **Tax Form Application**.
 - i. Click on the **Change Password** link to change your account password or to change your password security question and answer.
 - ii. Click on the **User Profile** link to modify user account information, including name, email address and phone number.
 - iii. Click on the **Tax Form Application** link to perform all activities relating to GCB tax forms.

Screen Layout

Screen Components

- b. The Tax Form Application Home page contains all the links which allow access to tax form activities.
 - i. Click on the [Tax Forms](#) link to add and modify tax forms, submit forms to the Board and inquire into tax form status.
 - ii. Click on the [Filing History](#) link to review tax forms processed using the Tax Form Application.
 - iii. Click on [Return to Main](#) to redisplay the GCB Web Services Welcome page.
- 4. **System and Application Messages** are found on the GCB Web Services Welcome screen and the Tax Form Application Home screen. The messages provide information on scheduled maintenance of the system, due dates for tax forms, and other communications from the Board to the system users.
- 5. **Tool Tips** will be displayed when you position your cursor over a link before clicking on that link.

Screen Layout

Screen Controls

Data entry screens have control buttons at the bottom.

- | | |
|--|--|
| <Save> &
<Finish> | The <Save> and <Finish> buttons accept what has been entered on the screen and update the database. If you click the <Finish> button on a tax form screen, the application will consider the form ready to be submitted to the Board, and it will be assigned a status of Completed. Clicking on the <Save> button will save your draft of the form, but will set the status as Pending. |
| <Cancel> | The <Cancel> button will reject any changes that have been made, exit the current screen, and return you to the prior screen. |
| <Close> | The <Close> button returns you to the prior screen. |
| <Next>
<Previous> | The <Next> and <Previous> buttons provide navigation among the screens of a tax form when more than one screen is required for entry of tax form information. |
| <Edit> | Use the <EDIT> button on any screen accepting data to enable modification of the data displayed. |
| <Print> | Use the <PRINT> button to print a report. |
| <Submit> | Use the <Submit> button to send your tax form or tax forms to the Board. |

Using GCB Web Services

Logging into GCB Web Services

1. Go to the Internet.
2. Navigate to the Board's website at <http://gaming.nv.gov>.
3. Click on the Tax Forms link at the bottom of the page.
4. Click on the GCB Web Services link. The login screen shown below will appear.




The screenshot shows the login interface for the Nevada State Gaming Control Board. At the top, there is a black header bar containing the Nevada state seal, the word "NEVADA" in white, and the text "State Gaming Control Board Gaming Commission" in blue. On the right side of the header, there are links for "Log In | Contact Us | Help". Below the header is a blue navigation bar with the word "Home". The main content area is white and titled "Log In". It contains a message: "Please enter your username and password. Contact the Gaming Control Board if you don't have an account." Below this message is a box labeled "Account Information" which contains two input fields: "Username:" and "Password:". Below the "Account Information" box is a link that says "I Can't Remember My Password". At the bottom of the login area are two buttons: "Log In" and "Cancel".

5. Enter your username and password and click on the <Log In> button.
6. If you cannot remember your password, click on *I Can't Remember My Password*, and enter your username on the Forgotten Password screen. A new temporary password will be emailed to you at the email address you entered in your user profile.
7. When you first log into the GCB Web Services system, you will be required to change the password. You must also provide the system with your passphrase question and answer. This question and answer may be (but is not required to be) changed thereafter. See the Change Password documentation on page 16.

Using GCB Web Services

Welcome Page – GCB Web Services

Once you have logged in you will see the GCB Web Services Welcome page, shown below.

**NEVADA** **State Gaming Control Board**
Gaming Commission

User Account: W999999 | [Log Out](#) | [Contact Us](#) | [Help](#)

Home

Welcome to GCB Web!
The *System Links* section contains application links with a brief description of their functionality. The *System Information* section displays important information about GCB Web.

System Links:

System Information:

Change Password
Change user account password. Requires current password.

User Profile
Modify user account information such as Name, Phone, Address, etc ...

Tax Form Application
Create and file state required gaming taxes

User Account Privacy.
User account information must not be shared. All accounts are for individual use only. To have an additional account created, please contact the location administrator. To create an initial account, please submit your request by completing the User Account Request form location on our site at <http://gaming.nv.gov>.
Added 10/03/2011

1. Click on the [Contact Us](#) link to send an e-mail to the Board. See page 14.
2. Click on the [Help](#) link for online help. See page 15.
3. Use the [Change Password](#) link to reset your password.


You will be required to create a new password the first time you log into GCB Web Services, and every 90 days thereafter. You will also be required to provide a passphrase question and answer the first time you log into the application. The passphrase question and answer may be modified at any time. See page 16-17 for instructions on using this link.

4. Click on the [User Profile](#) link to modify your user account information. It is very important to keep your personal information up to date, so that the Board can contact you should the need arise. See page 18 for instructions on using this link.

Using GCB Web Services

Home Page – Tax Form Application

5. Use the [Tax Form Application](#) link on the GCB Web Services Welcome Page to access the Tax Form Application. The Tax Form Application Home page is shown below.

**NEVADA** **State Gaming Control Board
Gaming Commission**

User Account: W999999 | [Log Out](#) | [Contact Us](#) | [Help](#)

Home

Tax Form Application
The *Links* section contains links to available applications with a brief description of their functionality. The *Information* section displays important information about the tax form system.

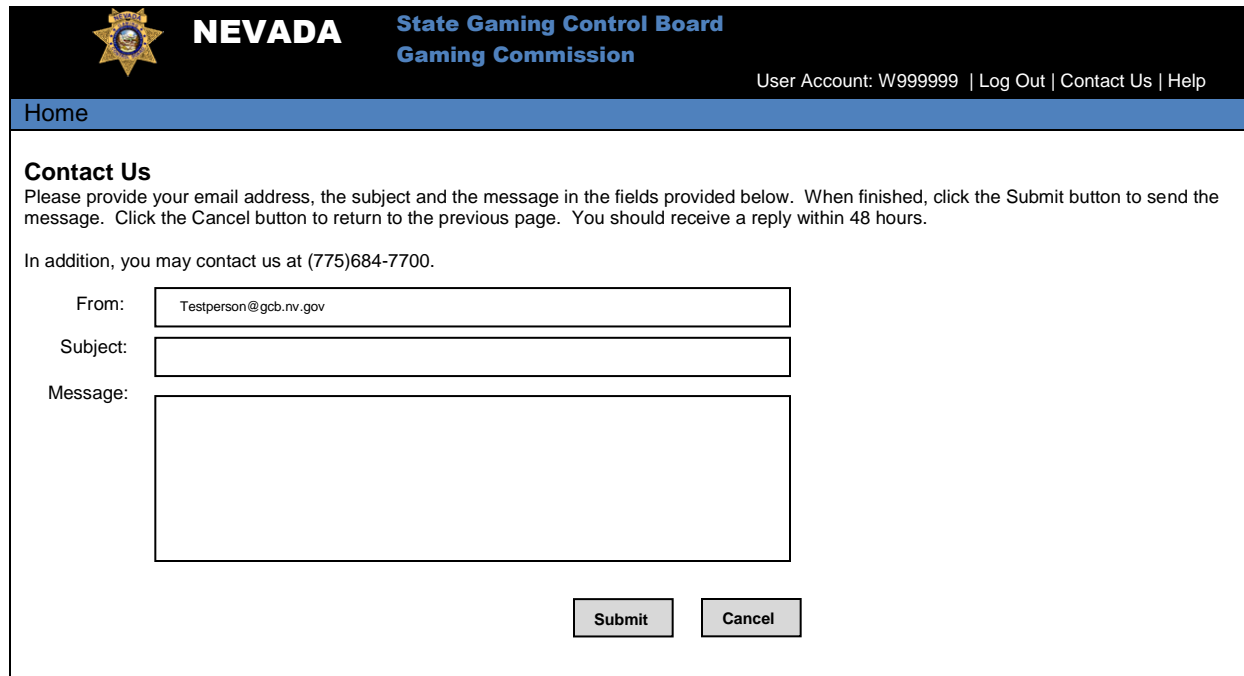
Tax Form Links:	Tax Form Information:
<u>Tax Forms</u> Manage tax filing information currently in process.	<u>User Account Creation</u> Location Administrators can find instructions on creating user accounts by clicking on the "Help" link located in the upper righthand corner of your browser and selecting the "Create a User Account" topic from the menu. Added: 05/01/12
<u>Filing History</u> Review tax filings processed through the online system.	
<u>Return to Main</u> Main menu for GCB Web.	

6. From the Tax Form Application Home page, you can
 - a. Create a tax form, or
 - b. Submit tax forms to the Board.
7. Click on the [Log Out](#) link to exit GCB Web Services.

Using GCB Web Services

Contacting the Gaming Control Board

Clicking on the [Contact Us](#) link at the top of any of the main pages (every page except tax forms) to send an e-mail to the Board.



The screenshot shows the top of a web browser displaying the Nevada State Gaming Control Board website. The header includes the Nevada state seal, the word "NEVADA", and the text "State Gaming Control Board Gaming Commission". On the right, it says "User Account: W999999 | Log Out | Contact Us | Help". Below the header is a blue navigation bar with the word "Home". The main content area is titled "Contact Us" and contains instructions: "Please provide your email address, the subject and the message in the fields provided below. When finished, click the Submit button to send the message. Click the Cancel button to return to the previous page. You should receive a reply within 48 hours." It also provides a phone number: "In addition, you may contact us at (775)684-7700." Below this are three input fields: "From:" with the text "Testperson@gcb.nv.gov", "Subject:", and "Message:". At the bottom right are two buttons: "Submit" and "Cancel".

1. Your email address will be displayed in the **From:** box. This email address is copied from your user profile, so if it is incorrect please fix it by returning to the Welcome page and clicking on the [User Profile](#) link. See page 18.
2. Enter why you are contacting the Board in the **Subject:** box.
3. Enter your message to the Board in the **Message:** box.
4. Click on the <Submit> button to send the message. (You may cancel your email by clicking on the <Cancel> button, in which case you will be returned to the Welcome page.)
5. Once you have submitted your email, click on the <Close> button to return to the Welcome page of GCB Web Services.

Using GCB Web Services

Using Online Help

Use the Help screen below to research answers to your questions on using the Gaming Control Board's Web Services.

The screenshot shows the Nevada State Gaming Control Board's website header with the state seal and logo. Below the header is a navigation bar with a 'Home' link. The main content area is titled 'Help' and contains instructions for using the help system. It features a 'Topic' dropdown menu with a down arrow button, a large 'Instruction' text area, and two buttons at the bottom: 'Print' and 'Close'.

NEVADA State Gaming Control Board
Gaming Commission

User Account: W999999 | Log Out | Contact Us | Help

[Home](#)

Help
Select the topic of interest from the drop down list below. The instruction will be displayed based on your selection.

If you are unable to find a topic of interest, please feel free to contact the Gaming Control Board by clicking the Contact Us link at the top of the page. Click the close button to return home.

Topic: --Select a Topic --

Instruction:


[Print](#) [Close](#)

1. Select your topic from the drop down list by clicking on the down arrow button.
2. Click on the <Print> button to print a copy of the Instruction.
3. Click on the <Close> button to return to the GCB Web Services Welcome page.

Using GCB Web Services

Changing Your Password and Passphrase

Use the Change Password screen to reset your password from the one initially assigned to you by the Board, to change your existing password, and to change your passphrase question and answer.

**NEVADA** **State Gaming Control Board
Gaming Commission**

Log In | Contact Us | Help

Home

Change Password

Please provide your current and new passwords in the Password Information section below. Provide a passphrase question and answer in the event you should forget your password. Your new password must conform to the following rules

1. New and Confirm passwords must match exactly and be between 8 and 16 characters in length
2. Passwords must contain at least 1 upper case, 1 lower case, 1 numeric and 1 special character (!@#%&*_+)

☐ **Change My Question and Answer:**

Password Information

Current Password:

New Password:

Confirm New Password:

Passphrase Question & Answer

Question:

Answer:

1. The first time you log into GCB Web Services, you will be required to enter a question and answer, which will be used to verify your identity. Thereafter, click on the check box on the Change Password screen in order to change the question and answer.

Using GCB Web Services

Changing Your Password and Passphrase

2. When you click in the <Change my Question and Answer> checkbox, the Passphrase Question and Answer box will appear on the right hand side of your screen.
3. Type in your question and answer. Click the <Submit> button to save your question and answer. To cancel changing your question and answer, click the <Change my Question and Answer> button again. The Passphrase Question and Answer box will disappear without keeping any changes you have made.
4. To change your password, enter your current password, the new password, and retype the new password to validate what you typed.
5. Click on the <Submit> button to save your changes, then click on the <Close> button to return to the Welcome screen.
6. To cancel the change of your password (when changing it is not required), click on the <Close> button without clicking on the <Submit> button.

Using GCB Web Services

Maintaining your User Profile Information

The screen shown below will be displayed if you click on the *User Profile* link on the GCB Web Services Welcome page.

NEVADA State Gaming Control Board
Gaming Commission

User Account: W999999 | Log Out | Contact Us | Help

Home

User Profile

Enter or edit user profile information below. Click the Save button to commit your changes. Click the Close button to return to the Welcome page.

Profile Information

User Acct: W120000000 Status: A Role: User

*First Name: *Phone: DOB:

Middle Name: Mobile:

*Last Name: *Email:

Address 1: City:


Address 2: State: Zip:

1. Use this screen to update your user profile. It is very important to keep this information current, so that the Board can contact you if necessary.
2. Click the <Edit> button to modify your information.
3. Click the <Save> button to keep your changes or the <Cancel> button to discard your changes.
4. Click the <Close> button to return to the Welcome screen.

Using the Tax Form Application

The Tax Form Application Home Page

If you click the [Tax Form Application](#) link on the GCB Web Services Welcome page, the Tax Form Application Home page shown below will display on your screen.

**NEVADA** **State Gaming Control Board
Gaming Commission**

User Account: W999999 | Log Out | Contact Us | Help

Home

Tax Form Application

The *Links* section contains links to available applications with a brief description of their functionality. The *Information* section displays important information about the tax form system.

Tax Form Links

Tax Forms
Manage tax filing information currently in process.

Filing History
Review tax filings processed through the online system.

Return to Main
Main menu for GCB Web.

Tax Form Information

User Account Creation
Location Administrators can find instructions on creating user accounts by clicking on the "Help" link located in the upper righthand corner of your browser and selecting the "Create a User Account" topic from the menu.
Added: 05/01/12


1. Click on the [Tax Forms](#) link to navigate to the Tax Forms screen to enter tax forms, modify forms already created but not submitted, and submit tax form filings to the Board. See page 20.
2. Click on the [Filing History](#) link to review tax filings processed through the online system. See page 32.
3. Click on the [Return to Main](#) link to return to the GCB Web Services Welcome page.

Using the Tax Form Application

Using the Tax Forms Screen

Click on the [Tax Forms](#) link on the Tax Form Application Home screen to display the Tax Forms screen shown below. The menu bar contains links for creating a tax form and submitting tax forms.

The screen also displays a table of the forms which have not yet been submitted to the Board. You can select one of these forms to complete or modify.

**NEVADA** **State Gaming Control Board**
Gaming Commission

User Account: W999999 | [Log Out](#) | [Contact Us](#) | [Help](#)

[Home](#) [Create Forms](#) [Submit Forms](#)

Tax Forms
Review current filing status of existing tax forms. Click the link in the **Form** column of the **Forms in Process** table below to edit a completed/pending tax form. Click the "Create Forms" link from the menu bar to enter tax form information.

Once all tax forms have been completed, click the **Submit Forms** link from the menu bar to send us your information. Click the "Home" link from the menu bar to return to the "Tax Form Home" page.

☐ All Locations

Forms in Process

Location	Form	Status	Effective	Due	Completed	Changed	Amended
66666-01	NGC-11	Completed	09/01/2012	09/24/2012	09/24/2012		N/A
66666-01	NGC-15	Completed	10/01/2011	09/30/2012	09/25/2012	09/25/2012	N/A
77700-07	NGC-17	Pending	07/01/2011	09/17/2012		09/25/2012	N/A
77700-07	NGC-17	Pending	07/01/2011	09/17/2012		09/25/2012	N/A
99999-01	NGC-15	Pending	01/01/2012	12/31/2012		10/10/2012	N/A
99999-01	NGC-17	Completed	07/01/2011	09/17/2012	09/25/2012	09/25/2012	N/A

1. Use the [Create Forms](#) link to create a new form. The Create Tax Forms screen and instructions are found on page 23.
2. Forms that have been completed (you clicked the <Finish> button after entering the tax information) and forms which were saved without completion will be listed in the Forms In Process table on the screen if they have not yet been submitted to the Board.

You can select any of the forms in the table to modify by clicking on the form link on the appropriate line. (See Using the Forms in Process List screen on the next page.)

Using the Tax Form Application

Using the Forms in Process List

If you file for only one location, all of the pending and completed status forms for that location which have not been submitted are displayed in the list.

If you file for multiple locations, all of your locations that have unsubmitted tax forms will be displayed in the Forms in Process list, and the All Locations check box shows that all locations have been selected.

To select one of the forms with pending or completed status from the list:

1. Click on the link with the form name on the line describing the form you wish to modify.
2. See **Editing Your Selected Tax Form** on page 26 for instructions on form editing.

Persons filing for multiple locations can select which location's forms will be displayed in the Forms in Process List.

1. If you want to show forms in process for just one or some of your filing locations, unclick the check box and click on the Select Locations to include in the List link which is displayed to the left of the <All Locations> checkbox.
2. If you click on the Select Locations to include in the List link, the Location Selector shown on the next page will appear on your screen.

Using the Tax Form Application

Using the Forms in Process List

The Location Selector list will be displayed when you have clicked on the Select Locations to include in the List link on the Tax Forms screen.

The screenshot shows the Nevada State Gaming Control Board's Tax Forms application. The header includes the Nevada state seal, the text "NEVADA State Gaming Control Board Gaming Commission", and a user account status "User Account: W999999 | Log Out | Contact Us | Help". A navigation bar contains links for "Home", "Create Forms", and "Submit Forms". The main content area is titled "Tax Forms" and provides instructions on reviewing filing status and using the "Create Forms" and "Submit Forms" links. Below this, a "Location Selector" box is displayed, containing a table of locations and checkboxes for selection. The table has columns for "Loc Nbr", "Primary Name", and "Loc Type". The locations listed are 666 Las Vegas Casino, Lucky Sevens Casino, Joe's Casino, and Lucky Slots. The "OK" and "Cancel" buttons are located at the bottom right of the "Location Selector" box.

NEVADA State Gaming Control Board
Gaming Commission

User Account: W999999 | Log Out | Contact Us | Help

Home Create Forms Submit Forms

Tax Forms
Review current filing status of existing tax forms. Click the link in the *Form* column of the *Forms in Process* table below to edit a completed/pending tax form. Click the *Create Forms* link from the menu bar to enter tax form information.

Once all tax forms have been completed, click the *Submit Forms* link from the menu bar to send us your information. Click the *Home* link from the menu bar to return to the *Tax Form Home* page.

Location Selector
Select the locations to include in the list. Click the *Ok* button to submit your selection. Click the *Cancel* button to return to *Forms in Process*.

<input type="checkbox"/>	Loc Nbr	Primary Name	Loc Type
<input type="checkbox"/>	66666-01	666 Las Vegas Casino	Non Restricted
<input type="checkbox"/>	77766-07	Lucky Sevens Casino	Non Restricted
<input type="checkbox"/>	22344-03	Joe's Casino	Non Restricted
<input type="checkbox"/>	33111-23	Lucky Slots	Restricted

OK Cancel

1. Click in the box by the location to include that location's forms on the Forms in Process list.
2. When you have selected the location or locations to include in the list, click on the <OK> button to keep your selection or click <Cancel> to retain the current list.
3. The Forms in Process table will be redisplayed, showing only those unsubmitted forms for the locations you have selected.

Using the Tax Form Application

Creating a New Tax Form

This screen will be displayed when you have clicked the Create Forms link on the menu bar of the Tax Forms screen. Use this screen to select the location and tax form you wish to file.

The screenshot shows the 'NEVADA State Gaming Control Board Gaming Commission' header. Below the header is a navigation bar with 'Home' and 'Create Tax Forms' links. The 'Create Tax Forms' section contains instructions: 'Select a location to view the list of available tax forms. Select the tax form you wish to file and click the next button to continue. Click the cancel button to return to the previous page.' Below the instructions is a 'Location:' label followed by a text box containing '99999-99 ABC CASINO Non Restricted' and a dropdown arrow. Below this is a 'Tax Form Selection' table with columns: 'Select', 'Tax Form', 'Description', 'Frequency', and 'Type'. The table lists two forms: NGC-01 (Monthly Gross Revenue Report) and NGC-31 (Monthly Gross Revenue Statistical Report). Both are monthly and nonrestricted. At the bottom right are 'Next' and 'Cancel' buttons.

Select	Tax Form	Description	Frequency	Type
<input checked="" type="radio"/>	NGC-01	Monthly Gross Revenue Report	Monthly	Nonrestricted
<input type="radio"/>	NGC-31	Monthly Gross Revenue Statistical Report	Monthly	Nonrestricted

1. If you are authorized for more than 1 casino, you must select the casino you are filing for from the drop down list. Click the down arrow, and then click on the casino you want.
2. You must select the tax form you wish to file for the location displayed in the **Location:** box. Click on the <Select> button to choose the form you wish to create.
3. Click on the <Next> button to continue to the screen for entering your tax form. (Note, you must hover your cursor over the <Next> button to activate it.)

Using the Tax Form Application

Creating a New Tax Form

- After you have selected the tax form to create, you will be asked to select the effective date range for the form you have selected.

NEVADA State Gaming Control Board
Gaming Commission

User Account: W999999 | Log Out | Contact Us | Help

Home

Create Tax Forms

Select a location to view the list of available tax forms. Select the tax form you wish to file and click the next button to continue. Click the cancel button to return to the previous page.

Location: 99999-99 ABC CASINO Non Restricted ▼

Tax Form Selection

Select	Tax Form	Description
<input type="radio"/>	NGC-01	Monthly Gro
<input type="radio"/>	NGC-31	Monthly Gro

Effective Date Range

Select	Date Range
<input type="radio"/>	10/01/2012 through 10/31/2012
<input type="radio"/>	11/01/2012 through 11/30/2012

OK Cancel

Frequency	Type
Monthly	Nonrestricted
Monthly	Nonrestricted

Next Cancel

- The Effective Date Range screen will display the date range for the prior form, and the date range for the current form.

Click in the Select box beside the date range you want, and then click the <Ok> button.

Click the <Cancel> button to stop the process and return to the Create Tax Forms page.

Using the Tax Form Application

Creating a New Tax Form

6. Once you have clicked on the <OK> button, the tax form you selected will be displayed on your screen, unless there is an error in your selection. Errors include:
 - a. Selecting to create the NGC-01 before you have completed the NGC-31;
 - b. Selecting a form to create when you have already created that form for the current period.


If the form has been created but not submitted to the Board, you may select it for editing in the Forms in Process section of the Tax Forms Screen.

7. The tax form will be for the filing period you selected. The system will automatically assign the effective date and the due date, depending upon the form selected.

Using the Tax Form Application

Editing Your Selected Tax Form

Once you have created a blank tax form or selected a form to update, the appropriate tax form screen will be displayed. The top of the tax form screens all look identical, as shown below.

		NEVADA	State Gaming Control Board Gaming Commission	User Account: W999999
NGC-_____ [Description of Tax or Informational Form]				
Enter your information in the fields provided below. [There may be further form-specific information here.]				
Effective Date: 09/01/2012		Account No: 99999-99		
Due Date: 10/24/2012		Name: ABC Casino		

There are a few differences between the tax form screens and all other GCB Web Services screens:

1. The Information and Links bar contains only the user account name. The links for logging out, contacting the Board, and help are unavailable from the tax form screens.
2. There is no menu bar for navigation.
3. Data entry fields are provided with a button to the right of each field, with a "?". Use these buttons to display help messages in the Messages box provided on each screen.
4. There are navigation and command buttons for the tax form you are creating or modifying. These buttons are found in the lower right hand corner of each tax form screen.
 - a. <Cancel> and <Next> buttons are available on the first screen of each of the forms.
 - b. On subsequent screens of a form, the <Previous> button will always be displayed.
 - c. On some tax forms, fields will be organized and displayed on tabs.

Using the Tax Form Application

Editing Your Selected Tax Form

- d. On forms with more than one section, the <Save> button will be available.
- e. The last screen of any form will display the <Previous> and <Finished> buttons.

When a tax form screen is displayed

1. Use the <Tab> key on your keyboard to advance from one data entry field to another;
2. Use the <Delete> key on your keyboard to remove data displayed there;
3. You can click on the field help button (a circle with a question mark on it) to get assistance on that field. The help text will be displayed in the Messages section.
4. Errors in data entry will be displayed in the Messages section. The error must be corrected before you can save the form.
5. After entering the data on the first tax form screen, click the <Next> button to continue or <Cancel> to discard what you entered on the screen.
6. Clicking <Next> will advance you to more data entry screens, or to a preview of the entire form, if you have entered all fields.
7. NOTE: long forms will also have a <Save> button to allow you to save a section before continuing. The forms with a <Save> button include the NGC-15, NGC-17 and NGC-31.
 8. Clicking <Save> when that button is available will save your information just entered. To advance to the next section on the form, click on one of the Section tabs to navigate to that section. To display the preview screen which shows all the values entered, click the <Next> button.

Using the Tax Form Application

Editing Your Selected Tax Form

9. If the form has been completed, the form preview will be displayed. Click <Previous> to return to the data entry screen(s), or click <Finished> to mark the form as completed.

If you click <Finished> on the preview screen, the form will be marked as Completed in the Forms in Process table on the Tax Forms screen.

When you click the <Finish> button, a popup window will display in the center of your screen, advising you that your form has been completed, and giving instructions on submitting the form. The popup window is shown below:

Completed NGC11
NGC-11 has been completed. To submit the NGC-11, go to the tax form page and click on the submit forms tab.
<input type="button" value="OK"/>

Click on the <OK> button to remove the popup window from the screen.

Using the Tax Form Application

Submitting Tax Forms to the Board

To submit tax forms to the Board, click on the [Submit Forms](#) link in the menu bar on the Tax Forms screen.

1. Select Location(s) to submit forms for.

If you are authorized to file for more than one casino, you must first select the location or locations to include in the filing. The list of locations you can file for will be displayed in the User Locations box. Clicking on the button next to the **Loc Nbr** table heading will select all of your locations.

NEVADA State Gaming Control Board
Gaming Commission

User Account: W999999 | Log Out | Contact Us | Help

Home

Submit Tax forms
Select the locations to include in the list. Once selected, click the next button to begin the process. Click cancel button to return to the previous page.

User Locations

<input type="checkbox"/>	Loc Nbr	Primary Name	Loc Type
<input type="checkbox"/>	66666-01	666 Las Vegas Casino	Non Restricted
<input type="checkbox"/>	77766-07	Lucky Sevens Casino	Non Restricted
<input type="checkbox"/>	22344-03	Joe's Casino	Non Restricted
<input type="checkbox"/>	33111-23	Lucky Slots	Restricted

Cancel Next

- a. To select individual locations to be included in your tax form submission, click in the box beside each location you want to include in the submission
- b. Click the <Next> button to continue to the selection screen for the tax forms, or click the <Cancel> button to return to the previous screen. The tax form selection screen appears on the following page.

Using the Tax Form Application

Submitting Tax Forms to the Board

2. Select Tax Forms to File

Select the tax forms to be submitted from the list displayed in the Completed Forms box on the screen, as shown below:

The screenshot shows the Nevada State Gaming Control Board's tax form application interface. At the top, there is a header with the Nevada state seal, the word "NEVADA", and the text "State Gaming Control Board Gaming Commission". To the right of the header, it says "User Account: W999999 | Log Out | Contact Us | Help". Below the header is a blue bar with the word "Home". The main content area is titled "Submit Tax forms" and contains the instruction: "Please select from the list of completed tax forms. Once selected, click the submit button to continue. Click the cancel button to return to the previous page." Below this is a note: "Please Note: Tax forms submitted together will be grouped into a single filing for electronic payment." The "Completed Forms" section contains a table with the following data:

<input type="checkbox"/>	Location	Form	Effective	Due Date	Completed	Amended	\$ Amount
<input type="checkbox"/>	99999-99	NGC-31	09/01/2012	10/24/2012	10/17/2012	N/A	0.00
<input type="checkbox"/>	99998-88	NGC-31	09/01/2012	10/24/2012	10/10/2012	N/A	0.00


At the bottom right of the form, there are two buttons: "<Previous" and "Submit".

- To select the form or forms to be included in your tax form submission click in the box beside each form you want to include in the submission
- Click the <Submit> button to submit all the forms you have selected, or click the <Previous> button to return to the previous screen.
- Tax forms which have been selected together in a filing must all be paid for at the same time, and must be paid in full. The forms will be transmitted to the Board, and will be displayed on the screen so that you can print the page for confirmation of the forms filing.

Using the Tax Form Application

Submitting Tax Forms to the Board

3. View the submission confirmation and print the confirmation and/or individual submitted forms.

**NEVADA** **State Gaming Control Board**
Gaming Commission

User Account: W999999 | [Log Out](#) | [Contact Us](#) | [Help](#)

Home

Submit Tax Forms

Submission Confirmation
The tax forms listed below were successfully submitted to the Gaming Control Board. Please click the Print button as a confirmation of your submission.

Click on the tax form name in the "Form" column to view or print the submitted tax form. Click the Close button to return to the "Tax Forms" page.

Filing Details

Location	Form	Description	Effective	Due Date	\$ Amount
99999-99	NGC-31	Monthly Gross Revenue Statistical Report	09/01/2012	10/24/2012	0.00
99998-88	NGC-31	Monthly Gross Revenue Statistical Report	09/01/2012	10/24/2012	0.00

[Print](#) [Close](#)

This is the final screen of the tax form filing process. Use this screen to:

1. Print the Filing Details table to confirm your filing
2. Select a tax form to print or view by clicking on the tax form name in the Form column

Using the Tax Form Application

Using the Filing History Screen

The filing history screen provides viewing and printing of tax forms which have already been filed with the Board. You can search by location (if you are authorized to file for more than one location). All users can search by date range to view their forms.

The screenshot shows the 'Filing History' screen of the Nevada State Gaming Control Board. The header includes the Nevada state seal, the text 'NEVADA State Gaming Control Board Gaming Commission', and a user account status 'User Account: W999999 | Log Out | Contact Us | Help'. A navigation bar contains 'Home', 'Create Forms', and 'Submit Forms'. The main content area is titled 'Filing History' and contains instructions: 'Select the location from the list, then choose the search method you want to use: Effective Date or submit Date. Next enter a valid date range to search on. Select the tax form from the search result, then click the View button to review the filed tax form information. Click the Cancel button to return to the previous page.' Below the instructions is a search form with a 'Location' dropdown menu (showing '99999-99 ABC CASINO Non Restricted'), a 'Search Method' section with radio buttons for 'Effective Date' and 'Submit Date', and a 'Date Range' section with 'Begin' and 'End' date input fields (format mm/dd/yy). 'Search' and 'Reset' buttons are to the right. Below the search form is a box titled 'Submitted Tax Forms' which currently displays 'No results found'. A 'Cancel' button is at the bottom right.

1. If you are authorized to file for more than one location, select the location whose forms you wish to search for by clicking on the down arrow to display the list and clicking on the location name.
2. Select the date search method, and then click in the date range fields to display the calendar. Click on the month and day you want for the beginning and end of the date range.
 - a. Searching by effective date range searches all forms and displays them if the effective date (the beginning date of the period for which the fee or tax was paid) falls within the range entered

Using the Tax Form Application

Using the Filing History Screen

- a. Searching by submit date searches all forms and displays them if the date they were submitted to the Board falls within the date range entered.
3. Press the <Search> button to begin the search, or press the <Reset> button to re-enter your search parameters.
4. If forms are found for the date range you selected, the forms will be displayed in the Submitted Tax Forms box, shown below.

Submitted Tax Forms					
Select	Form	Description	Effective	Due Date	\$ Amount
<input type="radio"/>	NGC-01	Monthly Gross Revenue Report	09/01/2012	10/24/2012	0.00
<input type="radio"/>	NGC-31	Monthly Gross Revenue Statistical Report	09/01/2012	10/24/2012	0.00

5. Select the desired tax form from the Submitted Tax Forms table by clicking on the button to the left of the form name. This will display the <View> button.
6. Click on the <View> button to open the tax form in Adobe Acrobat Reader. Once opened you can print or save a copy of the tax form.
 - a. Click on the <Open> button to display a copy of the form in PDF format.
 - b. Click on the <Save> button to save the PDF form, to save it with a different name, or to both save the form and open it.
 - c. If you have opened the PDF form, click on the close button to dismiss the form window from the screen.

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